

Introduction to Mockups 2 for Jira Server

docs.balsamiq.com/jira/server/mockups2/intro

This page contains usage instructions for [Mockups 2 for Jira Server](#).

Using Jira Cloud? If you are using Jira Cloud (on atlassian.net), please see [this article](#) instead.

Jira Administrators: the [Mockups for Jira Server Admin Guide](#) is for you.

Adding a UI Mockup to a Jira Issue

To add a UI Mockup to a particular Jira issue you simply click on the “Add/Edit UI Mockup to this issue” link:

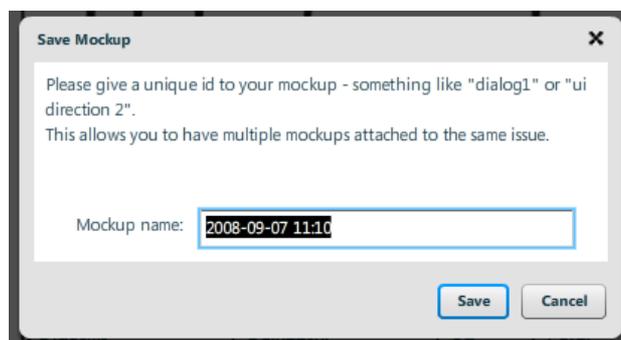
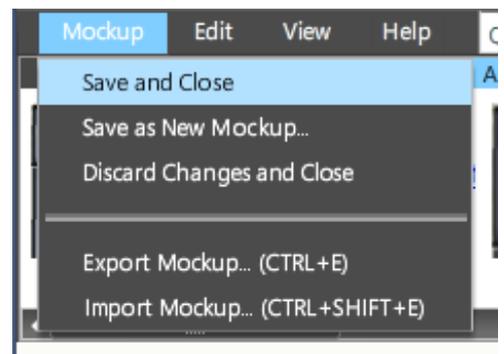
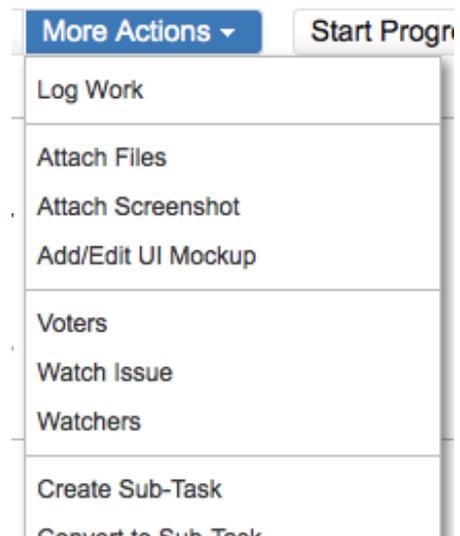
You will be taken to the Mockups editor, where you can create your mockup (or import an existing mockup).

If you have never used Balsamiq Mockups before, here’s a quick video introduction of what you can do with it when using the Jira Server plugin:

When you are happy with your mockup, you simply go to the Mockup menu:

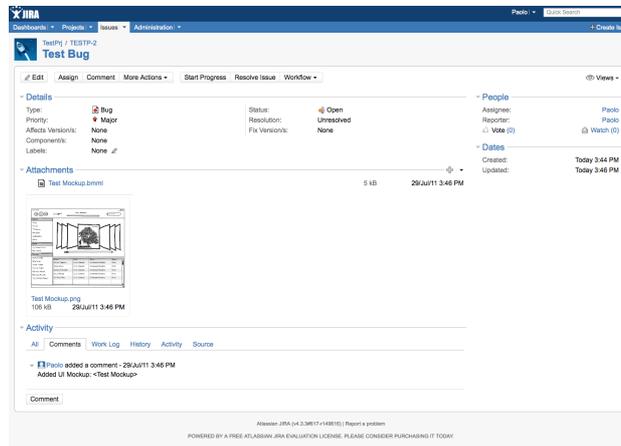
and select “Save and Close”.

You will be prompted to name your mockup, and the software will auto-generate a simple date-based name for you, which is handy when you have many mockups on the same issue:



You can just hit enter to accept that name or give it whatever name you wish.

You will be taken back to the issue. Here’s a sample one (click for a larger view):



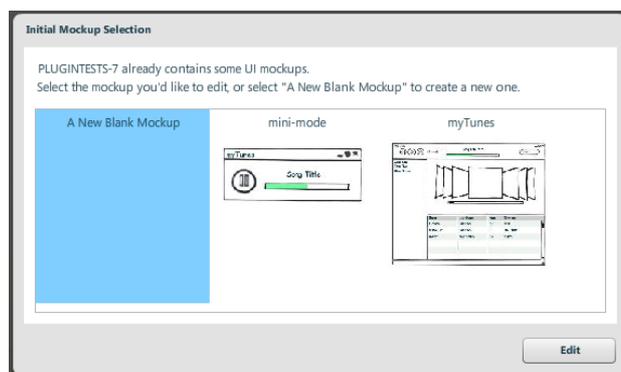
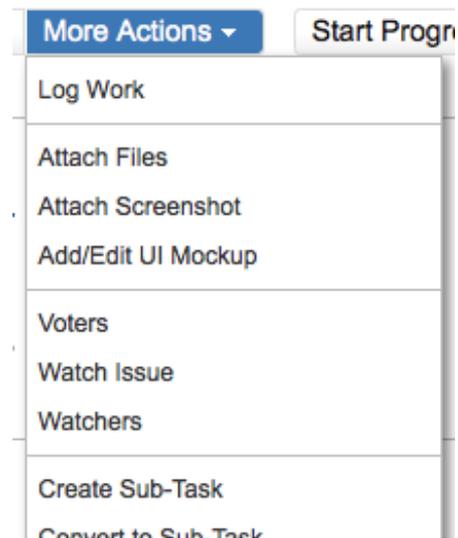
Notice how the UI Mockup is now attached to the issue, both as an image and as a bmml data file. Also notice how Mockups for Jira Server has added a comment to the issue for you, saying “Added UI Mockup: <mockup name>”. This means that if any of your co-workers is watching the issue, they’ll get an email notification to check out your new work of art. :)

Note: Even if your Balsamiq Mockups for Jira Server license is configured so that only specific people can create and edit mockups (explained in the [Admin Guide](#)), anyone with access to your Jira site will be able to see them. So that’s the basic workflow of creating a new mockup for an issue. It gets better!

How to Edit / Iterate on Mockups

Say you want to tweak an existing UI mockup or create a new mockup as a variation of an existing one. The workflow is simple. Click the “Add/Edit UI Mockup to this issue” link again:

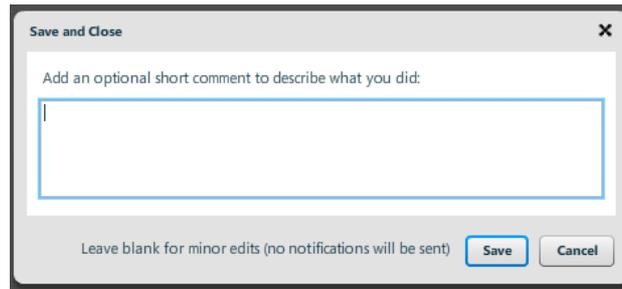
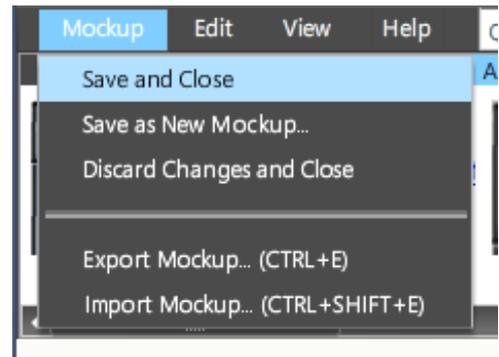
This time you will be presented with a dialog like this one:



You will then be able to either start from a blank canvas or edit an existing Mockup from the ones already attached to the current issue.

To simply iterate on the same mockup, you just select “Save and Close” from the Mockups menu, to create a new mockup variation, you select “Save as New Mockup” instead.

If you select “Save and Close”, you’ll have a chance to enter an optional comment about your edit:



As the dialog says, if you leave the field blank no notifications will be sent. Otherwise your comment will appear on the Issue’s comments list, and watchers will be notified.

That’s it!

For instructions on **how to use the mockup editor itself**, please refer to the [application overview](#).

Mockups 2 for Jira Server Admin Guide

docs.balsamiq.com/jira/server/mockups2/admin-guide

This page contains installation, registration, updating and uninstalling instructions for Mockups 2 for Jira Server when installed on your own server.

Using Jira Cloud? If you are using Jira Cloud (on atlassian.net), please see [this article](#) instead.

Usage instructions for the plugin are in the [Mockups for Jira Server Introduction](#).

Installation Instructions

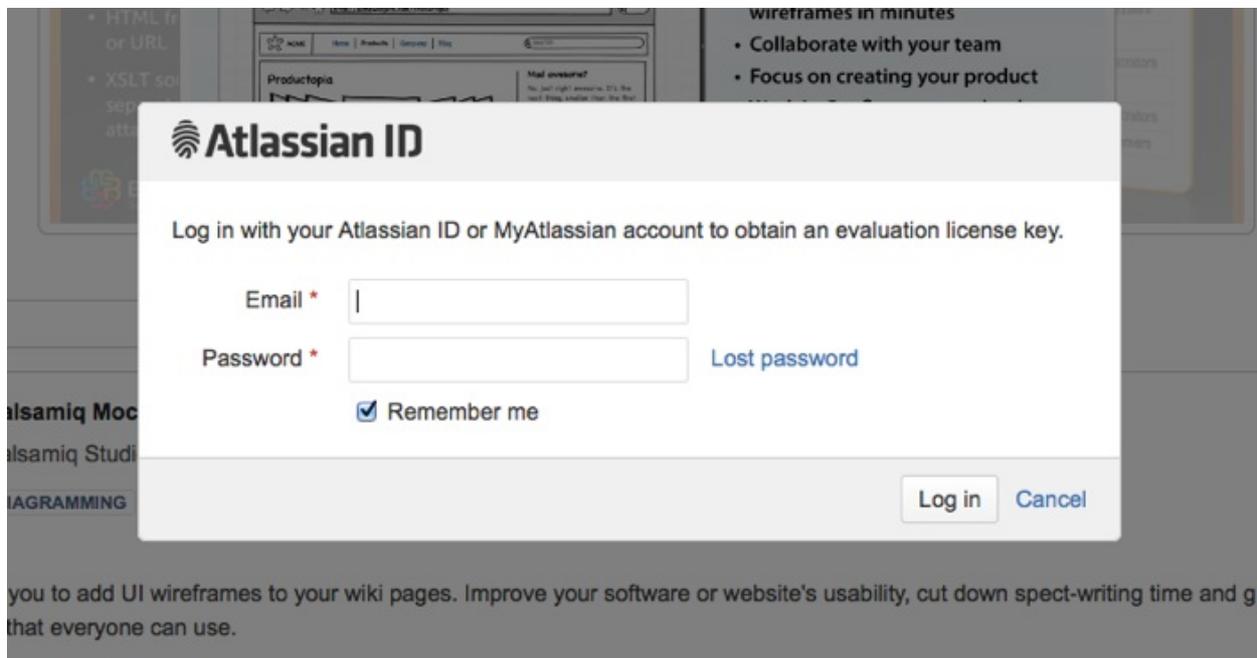
Like most Atlassian add-ons, Balsamiq Mockups for Jira is installed via Atlassian's [Universal Plugin Manager](#), or UPM. Make sure you are running an updated version of UPM before attempting to install the plugin ([UPM installation instructions](#)).

To install the plugin, go to the Jira Administration page. Select "Find new add-ons" and search for Balsamiq Mockups for Jira Server.

The screenshot shows the Jira Administration interface. At the top, there's a navigation bar with 'Dashboards', 'Projects', 'Issues', 'Boards', and 'Create'. Below that, the 'Administration' section is active, with a search bar for 'Search JIRA admin'. The 'Add-ons' tab is selected in the left sidebar. The main content area is titled 'Atlassian Marketplace for JIRA' and features a search bar with 'balsamiq' entered. The search results show the 'Balsamiq Wireframes for JIRA Server' plugin, which is highlighted. The plugin card includes a smiley face icon, the name 'Balsamiq Wireframes for JIRA Server', the developer 'Balsamiq Studios, LLC', and an 'Atlassian Verified' badge. It also shows a 3-star rating (30 reviews), 995 installations, and 'Paid via Atlassian'. A 'Free trial' button is prominently displayed in blue, along with 'Buy now' and 'Manage' options. A description at the bottom of the card states: 'Balsamiq Wireframes is a rapid wireframing tool that reproduces the experience of sketching on a whiteboard. Generate more ideas, write specs faster, and get to a consensus early with a tool that everyone can use.'

Select "Free Trial" and accept the license agreement for Mockups for Jira Server to begin the installation.

Once the plugin has downloaded and installed, you'll be prompted to Log In with your Atlassian ID or MyAtlassian account to obtain an evaluation key.

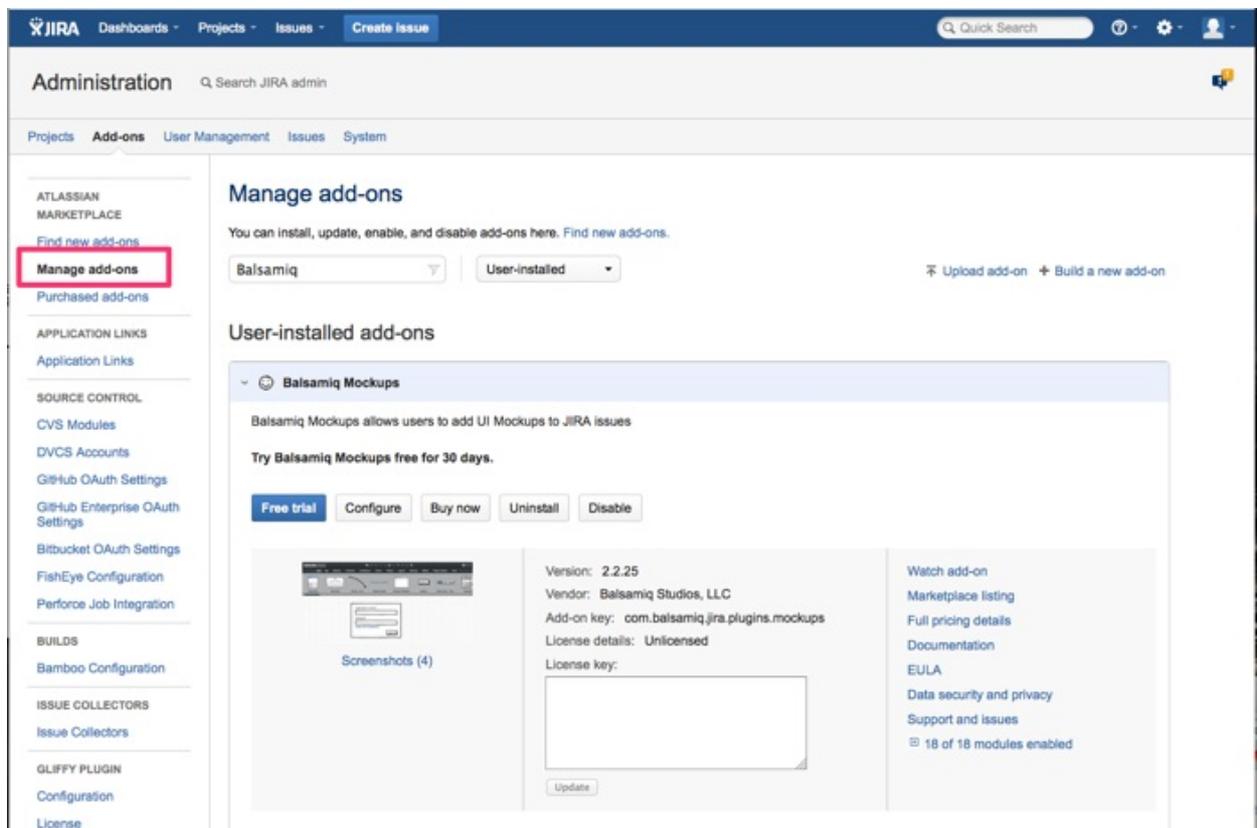


You will then begin a 30-day trial evaluation of Mockups for Jira Server.

Registration Instructions

Please make sure you read the [Balsamiq and Atlassian Marketplace FAQ](#) first.

To register the plugin, go to the Jira Administration page. Select “Manage new add-ons” and search for Balsamiq Mockups for Jira Server.



If you want to buy from Atlassian Marketplace, you can use the Buy now button.

If you already bought a license **from Atlassian Marketplace**, you can paste it in the text area and click the Update button to save it.

If instead you purchased your license **directly from Balsamiq**, you'll either see a Configure button or a Configure link (depending on your UPM version). Click on it and follow the instructions on the configuration page to paste your License Information and see the status of your current installation.

If you have a Marketplace trial license installed, you might not see a Configure button at all. Delete your Marketplace License Key and hit update to make the Configure button re-appear. This will allow you to enter a Balsamiq-issued license instead.

Below are a few screenshots of what you can expect there.

This is what you'll see if you don't have a license installed and select the Balsamiq option.

Balsamiq Mockups for Jira Trial

Your Balsamiq Mockups for Jira trial period will expire on **Thu Jun 21 2012**.

Once your trial period is over, you can purchase from Atlassian Marketplace or from Balsamiq. Each option has its benefits. See [this FAQ](#) for details.

What's your preference?

Atlassian

Balsamiq

Balsamiq Plugin License Configuration

License Name	<input type="text"/>
Date Purchased	Trial started on Tue May 22 2012
License Type	Trial
Licensed Users	unlimited during trial (Jira license: unlimited users) Everyone on your JIRA account can create and edit UI mockups. If you'd like to limit this access to a group of your JIRA users, simply create a user group called <i>balsamiq-mockups-editors</i> and add members to it.
Support Period	You will be able to create and edit mockups until Thu Jun 21 2012 .
License Key	<input type="text"/>

(Note: an invalid key will simply be ignored, it will not corrupt your current license)

Plugin Version 2.1.17 (build date: 05/23/2012)

Mockups for Jira [End User License Agreement](#)

This is what you'll see if you have installed a license you purchase via Atlassian Marketplace. **Note that an Atlassian Marketplace license, if installed, trumps any existing Balsamiq license.**

Balsamiq Mockups for Jira

You have installed a Balsamiq Mockups for Jira license from Atlassian Marketplace. Details are below.

Atlassian Marketplace Plugin License Configuration

License Details

Status	Valid commercial evaluation license
Plugin Key	com.balsamiq.jira.plugins.mockups
Maximum Number of Users	Unlimited
Creation Date	May 23, 2012
Description	Balsamiq Mockups for JIRA: Evaluation
Organization	acme
Support Entitlement Number (SEN)	SEN-L1639495

Please use the [Universal Plugin Manager](#) to make changes to the Atlassian Marketplace license for this plugin.

License key currently installed

```
AAABHg00DAoPeNptkE1OwzAQhfc+hSXWiZi0rWglS5Q0i6KmqUppxWZqTVuDYwf/VOQ23iWLkTTIR  
4jFbObNzPfeXFVHTwtoaZLS6HqWRrN0RLNFRZMoTsgCLTeicUlrdgvSQi1eaaH5i28s3WtD75bb+  
dOM5ieQHvovsvb1Dk25f7BoLATikhk8KwtwyPqrQTQOkpRkWjngbg01sg1oqWnpHKiP9y8iL0B11  
vTSze4CD7muyQ+NOeORMFRWXzsgH0vld2icqhAcczfGmHaX+xJkIlaQ6ghB1uAK+R3Odr1IWwi  
iejaTodkw4UfIOfhYGwKf4glA3rlX/YWRQnHCysBgv/0y5i1TZ4TpuVRZFvs+V8RTbe8CNY/PucT  
5cKiEUwLQlVAJZuX/WafV0GTOY2IF0c9Hsc15aqAhQSlakmXD8m5wa9fib8J1pUFuSQuaw==X02ei
```

Plugin Version 2.1.17 (build date: 05/23/2012)

Mockups for Jira [End User License Agreement](#)

If you receive an error when registering, [this FAQ](#) may help.

Selecting Mockup Editors

If you purchased your plugin license via Atlassian Marketplace

All of your Jira users will be able to access the plugin.

If you purchased your plugin license from Balsamiq

Depending on your Mockups for Jira and Jira license levels you might see different instructions on the plugin licensing page regarding who can create and edit new mockups.

In short: if your plugin license is lower than your Jira license, you'll have to create a Jira user group called **balsamiq-mockups-editors** and add people to it manually, making sure you don't add more than what your plugin allows for.

If instead you bought an unlimited version of the plugin, everyone will be able to create and edit mockups. If you'd like to limit this ability to a group of users, create a balsamiq-mockups-editors group and add people to it. If the group exists, the plugin will honor it. If not, it will act as if you had a group with everyone in it.

Updating Instructions

Installing via UPM automatically replaces the old plugin with the new version.

If you are running an old version of Jira and want to figure out which version of the plugin to update to, head to the [Support End of Life Policy](#) page.

Uninstalling Instructions

Uninstalling via UPM automatically removes all plugin modules from your Jira.

The mockups created with the plugin will NOT be deleted, they'll just stay where they are as attachments to issues.

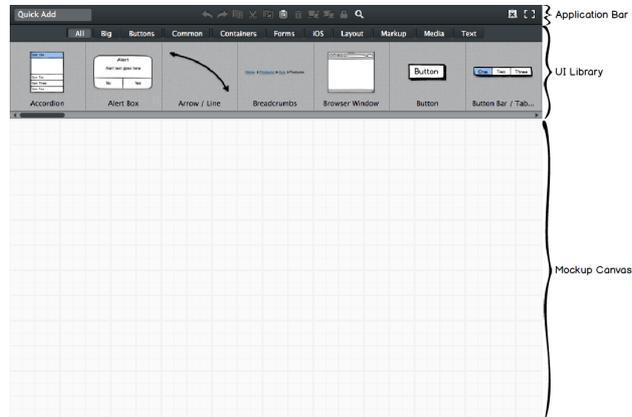
Troubleshooting

If you have trouble, [email us](#) and we'll help you!

Mockups Application Overview

docs.balsamiq.com/jira/server/mockups2/overview

Balsamiq Mockups is made up of three major blocks. From top to bottom: the Application Bar, the UI library, and the Mockup Canvas. Each is described below.



The Application Bar

The application bar includes **Menus**, the **Quick Add tool**, and the **Toolbar**. Each is described below.



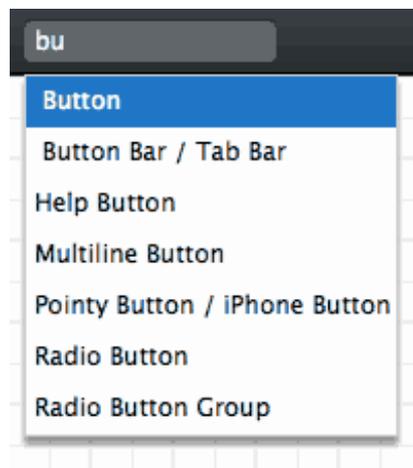
The Mockups menus should be pretty self-explanatory. The only tricky bit is that the Mockup menu contains different items depending on what version of Balsamiq Mockups you are using. In general, that's where you'll find the About Box and commands related to your mockup as a whole, like saving, exporting to XML or PNG, etc.

The Quick Add Tool

The Quick Add tool is the fastest way to add UI controls to your mockup. To use quick add, click inside the quick add input box (or use the / or + keyboard shortcut to enter it). Type a few letters from the name of a UI control or icon and Quick Add will show you a list of suggestions. Use your mouse or arrow keys to scroll down the list and click Enter to add the control or icon on the mockup canvas.

For example, typing "bu" shows a list containing "Button", "Button Bar", "Help Button", "Radio Button" and "Round Button". Typing "hel", on the other hand, only returns "Help Button". Pressing the ESCape key makes the list disappear, as one would expect.

Try out Quick Add now! As you become familiar with it, you could even hide the UI Library (through the View menu) and simply use Quick Add to add UI elements to your mockup. This maximizes both your mockup canvas area and your speed!

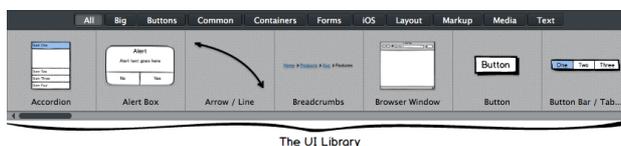


The Toolbar

The toolbar includes most of the same commands as the Edit menu: undo, redo, duplicate, cut, copy, paste and delete. Not all versions of Balsamiq Mockups support the same keyboard shortcuts, so the Toolbar gives you a handy way to perform common actions. Notice that you'll find the same commands in the Property Inspector as well.

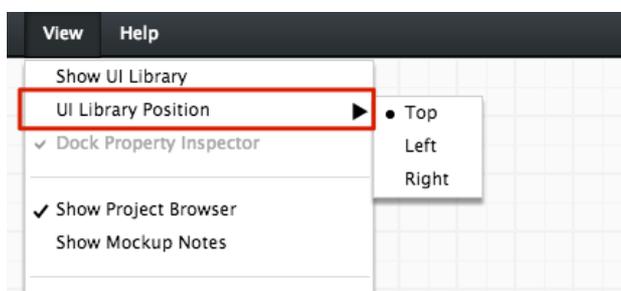
The UI Library

The UI Library, or UI Controls Library, is the long strip of UI Controls just below the Application Bar. It lists all of the different UI control types that Mockups supports, alphabetically. The main goal of the UI Library is to let you add UI Controls to the mockup canvas, but you can also use it to see what's possible and to get inspiration for your UI mockup.



To add a new UI control to the canvas, simply select the control type you wish to add, then you can either “drag and drop” it to the mockup canvas below or simply double-click and Balsamiq Mockups will place it on the mockup canvas for you.

The UI Library can be positioned to the top, left, or right of the application window using the menu, View > UI Library Position.



The Mockup Canvas

The rest of the application is the Mockup Canvas.

This is the main working area of Balsamiq Mockups, where your UI mockup comes to life. Once you add UI controls to it, you can move them, resize them and tweak them to your heart's content until your UI mockup is ready.

The mockup canvas grows and shrinks with your browser or application window, so you can make room for bigger mockups if you need to.

Working with UI Controls

docs.balsamiq.com/jira/server/mockups2/controls

Adding UI Controls



To add new UI controls to your mockup, you can use [the UI Library](#) or type a keyword into [the Quick Add tool](#).

You can also duplicate controls already on the canvas using copy and paste or the duplicate command (CTRL/CMD + D).

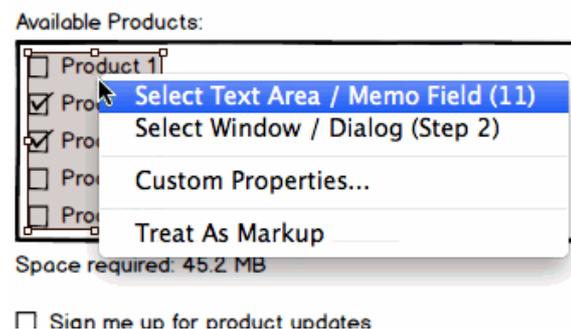
Note: Full list of [keyboard shortcuts here](#).

Selecting UI Controls

There are a few different ways to select UI controls. If you are familiar with graphics software, these should be of no surprise.

- Clicking on a UI control selects it
- Dragging a rectangle which encloses many UI controls selects them
- SHIFT+CLICK on a control adds it to the selection
- SHIFT+CLICK on a selected control removes it from the selection

To select a control that is behind another control, right-click on the top control to bring up a menu that allows you to select controls behind it.



Moving UI Controls

Once you have selected one or more UI controls, there are a few different ways to move it on the canvas.

- You can drag it with your mouse (hold down the SHIFT key to maintain the original horizontal or vertical position)
- You can “nudge it” one pixel at a time with your keyboard’s UP/DOWN/LEFT/RIGHT keys
- You can move it with bigger steps by holding down SHIFT and using your keyboard’s UP/DOWN/LEFT/RIGHT keys
- You can move your controls to be aligned in one direction by using the align tools found in the [Property Inspector](#)

Snapping and Smart Guides

When you move objects on the canvas, Mockups tries to suggest alignment relative to other objects on the canvas using smart guides. This makes alignment a little easier and makes your Mockups generally look neater.

If you ever want to temporarily disable this feature, you can hold down the CTRL key while moving or resizing, and snapping will be turned off.

Resizing UI Controls

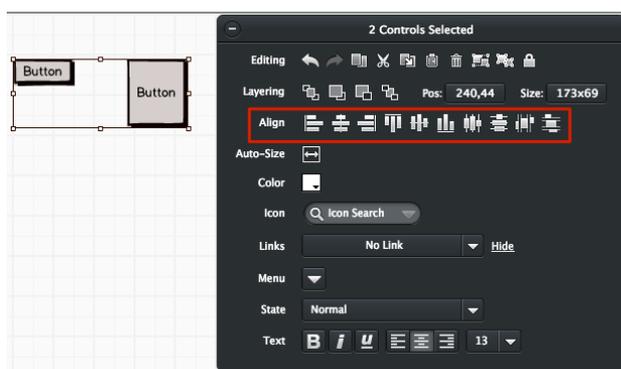
Resizing the selected controls is easy. You can just grab any edge or corner of the selection rectangle and drag it.

If you want to constrain proportions while dragging from a corner, hold the SHIFT key while dragging.

Another way to resize some controls to their “natural size” is to use the Auto-Size function found in the [Property Inspector](#).

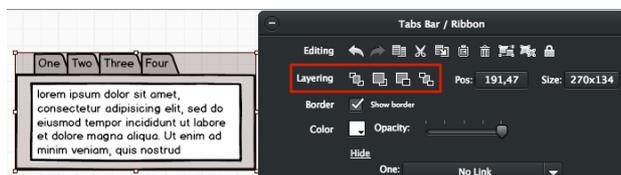
Aligning UI Controls

You can align and distribute (space out) controls by selecting multiple controls and selecting the desired option from the Property Inspector, as shown below.



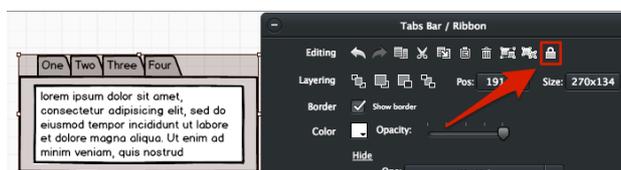
Layering UI Controls

You can layer controls as if they were pieces of paper on the mockup canvas. To do so, you select the controls you want to layer and select one of four layering commands available via the [Property Inspector](#): bring to front, send to back, bring forward and send backward.



Locking UI Controls

Locking a control will prevent it from being selectable. This can be useful for background controls that you want to stay in place or don't want to accidentally select (a browser or iPhone control, for example). You can lock a control by clicking the lock icon in the Property Inspector.



To unlock a control, right-click on it when your mouse cursor is over it.

Deleting UI Controls

To remove some UI controls from the mockup canvas, select them and hit the DELETE key. Alternatively you can click on the trashcan button in the Property Inspector or select “delete” from the Edit menu.

Rotating UI Controls

Some of our UI controls can be rotated via the [Property Inspector](#) (the label, [image](#), and [icon](#) controls, for example), but most can't. If you are used to generic drawing tools this might be surprising. This limitation is intentional, and not due to programming complexity (it's not hard to add technically).

The reason we don't support rotating all controls because we believe that in 90% of cases, it is not needed in wireframes. In fact, adding the ability to rotate any control will likely result in wireframes that are very hard if not impossible to implement by the development team.

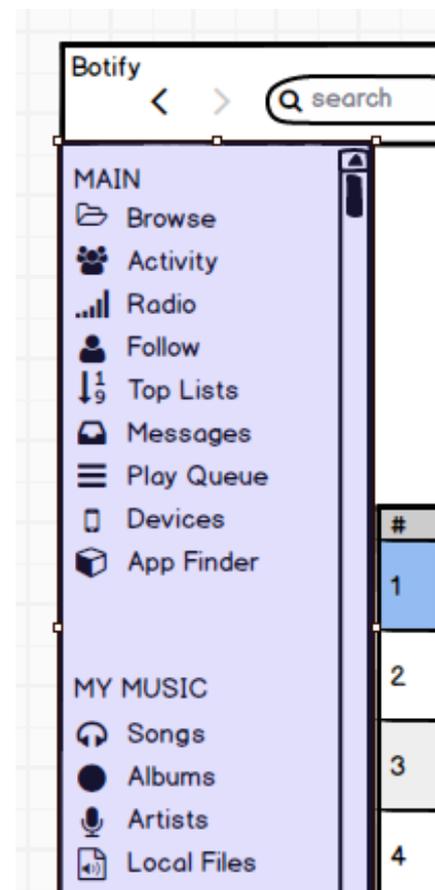
If you feel that you need to rotate any other control, let us know on [this forum thread](#) and we'll discuss whether to add it together. A workaround would be to rotate a control in a drawing application and then [import it as an image](#).

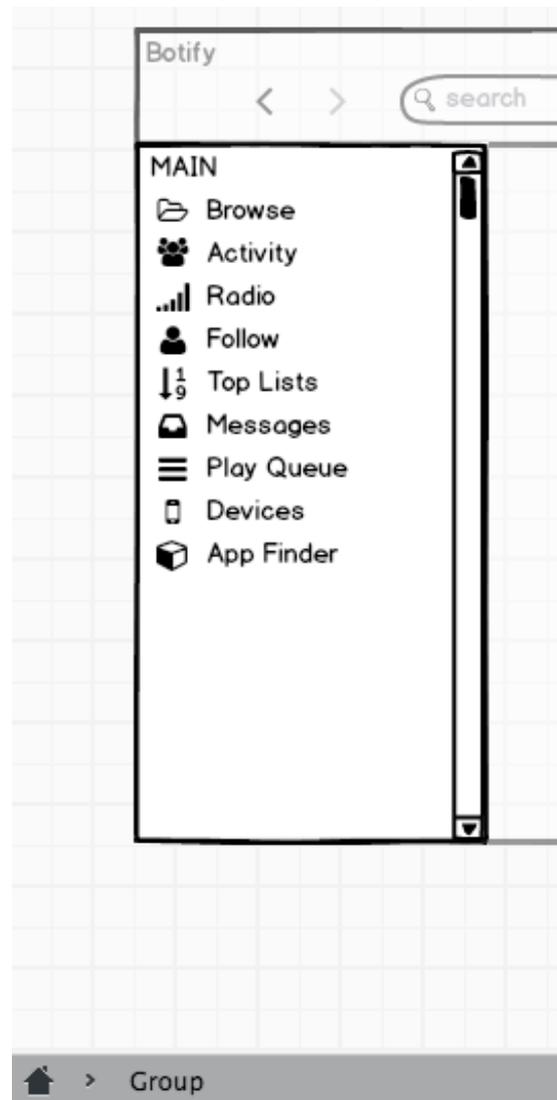
Grouping UI Controls

Sometimes you might wish to group some controls to better align them or to move them all at once. To group a set of controls, select them and hit CTRL+G on your keyboard or use the Group command in the menu or Property Inspector. The controls will change color to purple to indicate that they are grouped. Once grouped, the controls will behave as one when moving or aligning. To ungroup controls, press CTRL+SHIFT+G on your keyboard or use the Ungroup command in the menu or Property Inspector.

You can double-click on a group to “enter it” and edit its contents. A small breadcrumb bar (at the bottom of the editor) will indicate that you are editing a group and allow you to navigate back out of the group (you can also use the Escape key). Groups can be nested, as shown below.

You can optionally give a group a name via the group's property inspector. This can be helpful when you have a lot of groups and need to “know where you are” when you edit their contents. Naming and grouping controls is also the first step to creating [Symbols](#).





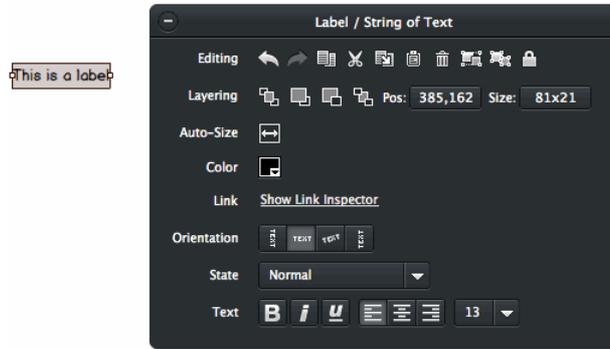
Cropping Groups

It is possible to crop (mask) a group of controls to only show a selected portion of it. When a group is selected, a crop icon will show in the Property Inspector. Click on it to edit the visible area of the group.

The Property Inspector

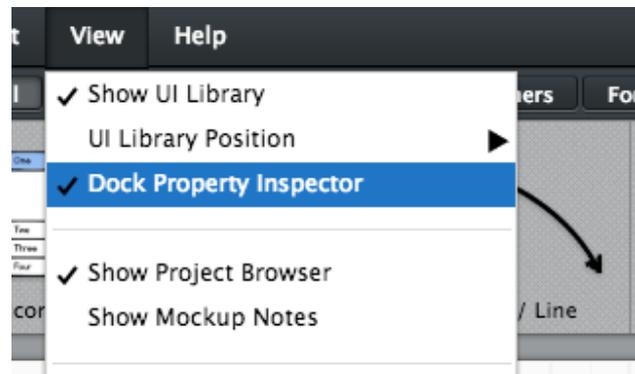
docs.balsamiq.com/jira/server/mockups2/inspector

The Property Inspector (also called the toolbox, palette, property dialog, properties window, toolbar, floating window, floating tool bar, properties box and control dialog) is the little floating rectangle that appears once you select one or more UI controls. It allows you to perform some common functions such as copying/pasting, layering, and aligning controls, as well as some control-specific customizations.



The Property Inspector is displayed when you select an object on the canvas. You can drag the Property Inspector to move it; it will re-appear where you left it next time you need it. You can also make it smaller (so that only the title bar shows) by clicking the collapse icon in the upper-left corner.

If your UI Library is visible, you can set the inspector to be docked over it. The View menu shows this option.



Common Inspectors

Editing Inspector Always present, always at the top. From left to right: undo, redo, duplicate, cut, copy, paste, delete, group, ungroup, lock

Layering and Position & Size Always present, always in the second row (below the editing inspector). Layering, from left to right: bring to front, send to back, bring forward, send backward. Position and size shows you the size and position of the selection, in pixels. Clicking on the numbers lets you edit them. The format is "X,Y WxH" where X is the x position, Y is the y position (0,0 is top-left, growing right and down), W is the width and H is the height of the selection.

Align Shown whenever more than one control is selected. Lets you align the selected elements horizontally to the left, center and right and vertically to the top, middle and bottom. The next two icons distribute the centers of the selected items horizontally or vertically. The last two icons space out the selected items evenly horizontally or vertically.

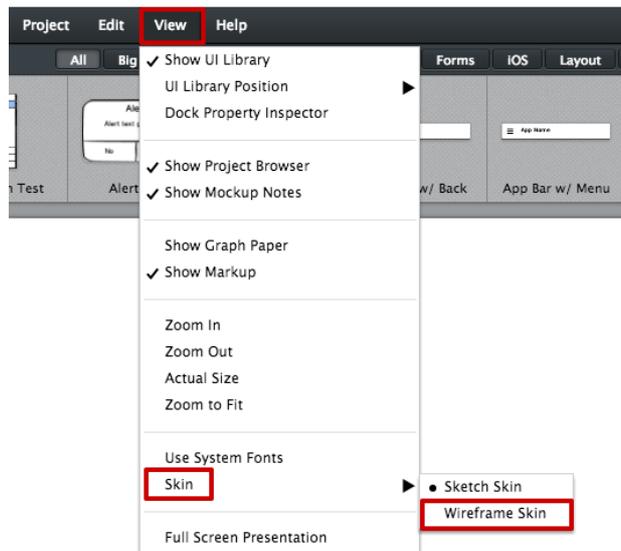
Working with Skins (Sketch vs. Wireframe)

docs.balsamiq.com/jira/server/mockups2/skins

We know that some people need to shift from idea generation with internal teams to presentation with clients or stakeholders, and in those situations the default “sketch” skin may present challenges with certain audiences. To address this need, we created a “wireframe” skin that allows you to switch from a sketchy, hand-drawn style to a crisper, cleaner wireframe elements.

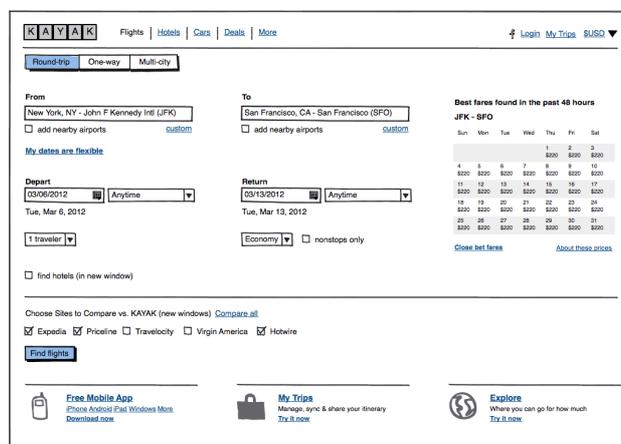
Switching from Sketch to Wireframe Skin

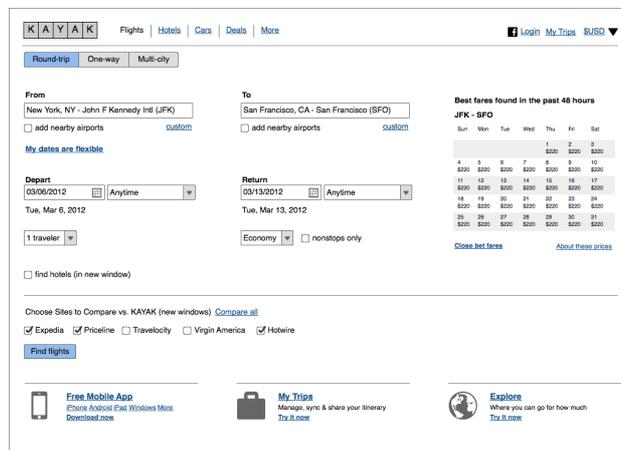
To switch skins go to the **View** menu, select the **Skin** from the dropdown, and set the Skin setting to “Wireframe”.



The feature allows you to work on early ideas in the sketchy skin, and then later select a menu to swap out all of your controls in the clean skin. All of your elements, including icons will be switched.

The screenshots below show a comparison of a sample design in the default “sketch” and “wireframe” skins, respectively. Click to view larger images.





Which Skin Should I Use?

We're glad you asked ;-). The short answer is that we still feel that the sketch skin is more appropriate most of the time while using Mockups.

Our intention with adding the wireframe skin was to help add legitimacy to your Mockups when presenting them to clients or stakeholders, people who may consciously or unconsciously discount the thought and effort of your design work simply because it looks like it was sketched on the back of a napkin. We'd hate for all your hard work to go unappreciated just because it doesn't look "professional" enough!

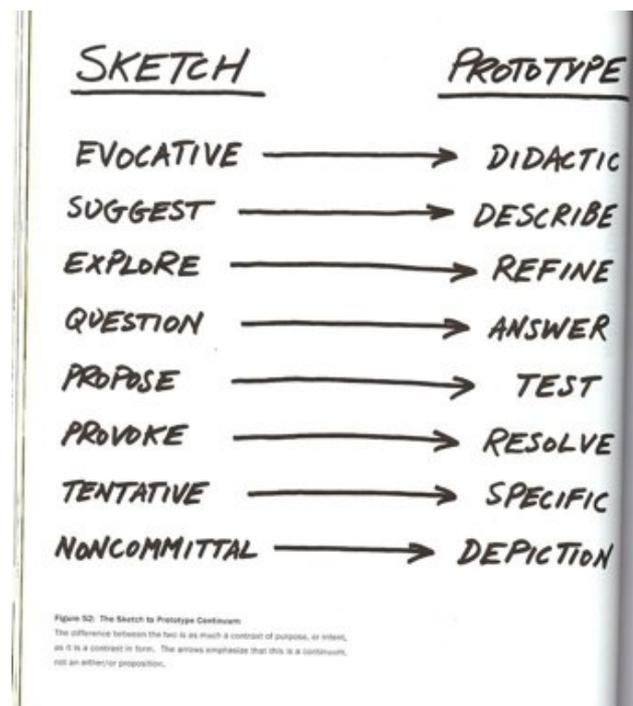
However, while designing, the original sketch skin still offers all the advantages it always has. It deliberately looks rough and tentative, which encourages you, the designer, to try out lots of different ideas, to experiment and revise in order to come up with the best design. Designing in the wireframe skin could cause you to get attached to a specific design idea too soon because it looks "done", or it may prompt you to fine-tune the alignment, colors, or fonts when you should be thinking about the workflow.

Just as the wireframe skin makes the design feel finished, the sketch skin makes the design feel *un-finished*, which guides you to continue to ask questions and explore. The following description of the differences between sketches and prototypes can also be applied to the sketch and wireframe skins, respectively.

Credit: Bill Buxton, [Sketching User Experiences](#)

So, while you *can* use the wireframe skin at any phase of the design process, we don't really recommend it as an alternative to the sketch skin. But, rather, more as a follow-up to it. It *extends* the functionality of Mockups by making it more amenable to the presentation or pitching phase of product development, beyond just the ideation and design phase.

Since the beginning, Balsamiq Mockups has been optimized for that sweet spot of the ideation phase of a project and will continue to be for the foreseeable future. We still don't have any plans to add fancy interaction behavior to our family of products, for example, and we're just fine with that.



Working with Text

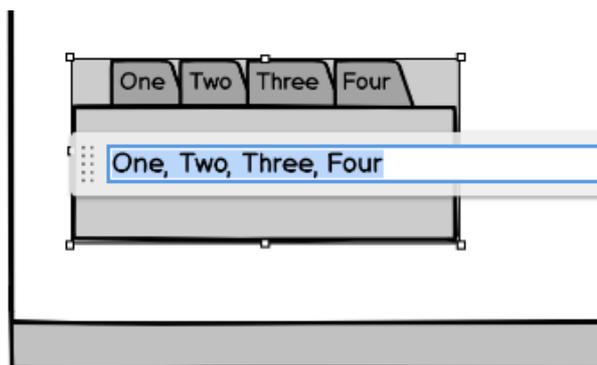
docs.balsamiq.com/jira/server/mockups2/text

Many Mockups UI controls, such as Button, Label or DataGrid, have text in them. To edit the text, double-click on the control and start typing. Or, if you have the control selected, simply hit Enter or F2 to start editing. To commit the text you typed, simply click anywhere other than the text field you typed in or hit Enter or CTRL+Enter. If you want to discard the text changes you just made, hit the ESC key.

Some controls use certain characters as separators. For instance, to create multiple tabs in a tabs bar, you separate them with a comma.

Or, a space character separates tags in a Tag Cloud control. Some other controls, like the Tree, use other characters altogether. In such cases the default text for the Control includes explanations on how to use it.

When editing text in a Label or Paragraph control you will see a small number in the lower-right corner of the editing box. This is the number of characters, which can be useful for copywriting or other purposes.



Basic Formatting

Text Style

You can use the following notation to format only certain parts of your control's text.

- for italic, use `_this notation_`
- for a link, use `[this notation]`
- for bold, use `*this notation*`
- for disabled, use `-this notation-`
- for underlined, use `&this notation&`
- for strikethrough, use `~this notation~`
- for color, use `{color:#FF0000}this notation{color}`.
- for font size, use `{size:16}this notation{size}`

All of the above syntax works around words separated by white spaces, and underline will work within words.

Notes:

1. The #FF0000 above is the color in HEX form, just like HTML. The macro will work with or without the pound sign. You can also use certain color names (green, yellow, etc.) which you can find by moving your mouse over the colors in the color palette in the Property Inspector.
2. See the [next section](#) for how to turn [linked text] into functioning links to websites or other mockups.

Here's a screenshot of what the above text looks like in a Paragraph control, for instance:

```
for italic, use this notation
for a link, use this notation
for bold, use this notation
for disabled, use this notation
for underlined, use this notation
for strikethrough, use this notation
for color, use this notation
for font size, use this notation
```

```
for italic, use _this notation_
for a link, use [this notation]
for bold, use *this notation*
for disabled, use -this notation-
for underlined, use &this notation&
for strikethrough, use ~this notation~
for color, use {color:#FF0000}this notation{color}
for font size, use {size:16}this notation{size}
```

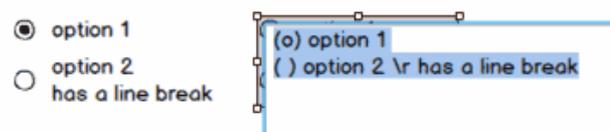
The shortcuts will work almost everywhere where it makes sense, and you can combine them, so to make an italic link use `[_this_]` or `_[this]_`.

Some controls like Paragraph or Label allow you to “unbold” the text via the Property Inspector panel. If you do so, the words you *bolded* will stay bold. A few controls use bold text by default, so bolding text within those controls won’t make a difference.

If you want to show these special formatting characters as actual text, you can escape the `*`, `_`, `[` and `]` characters with `*`, `_`, `\[`, `\[` and `\]`, so if you want to write “this [is] some text” and don’t want the “is” to become a link, just type “this `\[is\]` some text”.

Line Breaks

Most controls allow you to insert a line break to wrap text from one line to the next. You can do this by writing `\r` in front of the text you want to start on a new line. See the example below where a line break is used in the second item in a Radio Button control.



Bulleted Lists

In a paragraph control, you can create a bulleted list by preceding text with either a hyphen or an asterisk followed by a space.

```
* item 1
* item 2
- item 3
- item 4
```

Making Links in Text Actually Work

If you are using the link notation above (e.g., `[this is a link]`), you can turn link-formatted text into actual links using [markdown syntax](#).

To do this, **add the link destination in parentheses immediately after the link text**. The link destination can be a URL or the name of another mockup in the same folder. All the following formats are valid.

Web addresses:

```
[Google Home Page](google.com)
[Google Home Page](www.google.com)
[Google Home Page](http://www.google.com)
[Google Home Page](https://google.com)
```

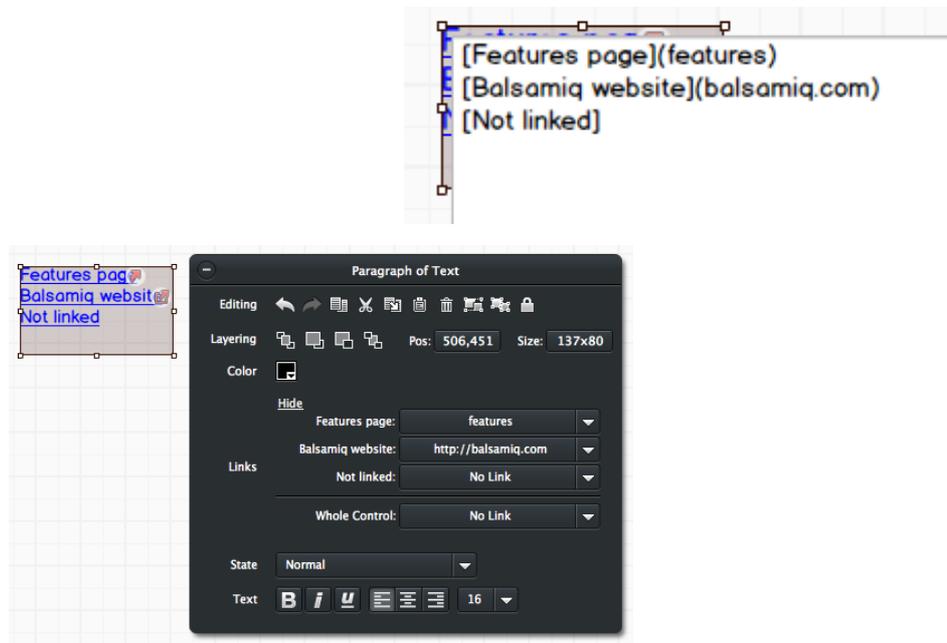
Mockups in the same project:

```
[Features Page](features)
[Features Page](features.bmm1)
```

Adding links in this way will cause them to show up in the Property Inspector as well, as shown below.

This text

results in



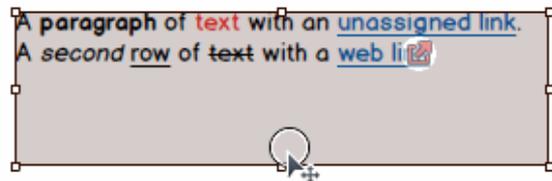
You can link specific strings of text as well as the whole control.

Note: If the whole control is linked, text links will be disabled. If the whole control is subsequently unlinked, the previous text links will return.

More Macros

Lorem

Type lorem in a Paragraph or Text Area to use our [Lorem Ipsum](#) generator.



{Mockup-Path}

Type {mockup-path} (all lower-case) in a Label or Paragraph control to show the full path of the current mockup.

{Mockup-Name}

Type {mockup-name} (all lower-case) in a Label or Paragraph control to show the current mockup name.

Placeholder Text

Another option for creating placeholder text, besides the [Lorem Ipsum text generator](#), is to use the **Line of Text** and **Block of Text** controls.

Handwritten scribble

Handwritten text

Working with Data Grids / Tables

 docs.balsamiq.com/jira/server/mockups2/datagrids

The Data Grid control functions like many other [text-based controls](#). It uses commas as column separators and new lines as rows. A basic table with three columns and two rows would look like this:

```
First Name, Last Name, Email Address  
firstname, lastname, email@email.com
```

You can choose whether to show the first row as a header row in the [Property Inspector](#), as well as specifying the row height, row colors, and grid lines.

Text in the Data Grid can be formatted as bold, italic, etc. using the [same syntax as other text controls](#).

Column Width Options

Mockups lets you specify individual width and alignment options for each Data Grid column.

Here's a quick video showing how to do this:

Here are the details for creating column widths:

- You have to add a special line of text as the last line of text in your table, and it has to be wrapped by { } curly brackets
- For each column, use 0 if you want the column to be as small as possible to fit the text in that column, or a number
- Numbers specify the relative size of columns, so {2,1} means "make the first column twice as big as the second one in this two-column grid. Or {70,20,10} means "in this 3-column grid, make the 1st column 70%, the 2nd 20% and the 3rd 10% of the width of the whole table.
- You can combine numbers and zeros, e.g., {1,0,4}
- If you want to align column individually, add either L, C or R right after a number, like so: {0R,2L,1}, which means "in this 3 column grid, make the 1st column as small as possible and always align it to the right, the second twice as big as the third and always align it left, and use the Data Grid's alignment (from the property inspector) to decide how to align the 3rd column".

Using Icons and Selection Controls in a Data Grid

Data Grid supports sort icons in headers using the following text:

- Ascending: ^
- Descending: v

Data Grids support a single checkbox or radio button in a table cell using the following text:

- Checkbox: [] or []
- Selected checkbox: [x] or [v] or [o] or [*] or [X] or [V] or [O]
- Indeterminate checkbox: [-]
- Radio button: () or ()
- Selected radio button: (x) or (v) or (o) or (*) or (X) or (V) or (O)
- Indeterminate radio button: (-)

Creating Line Returns in a Data Grid

Sometimes you want to create line returns in a table cell. To do this, you can use “\r” to create a line return.

The code example below would print on two lines.

```
Name\r(job title)
```

Pasting Data from Excel

Some people like to prepare tables in a spreadsheet application like Excel. You can copy and paste a range of cells directly from Excel into the Data Grid/Table component. Just copy/paste and it will just work. It also works in the opposite direction from Mockups to Excel.

Note: If you have commas in your cells, you will have to escape them with a backslash like this: `1\,000\,000`
The component recognizes both commas and tabs as delimiters. Anything else should be populated into cells.

Working with Icons

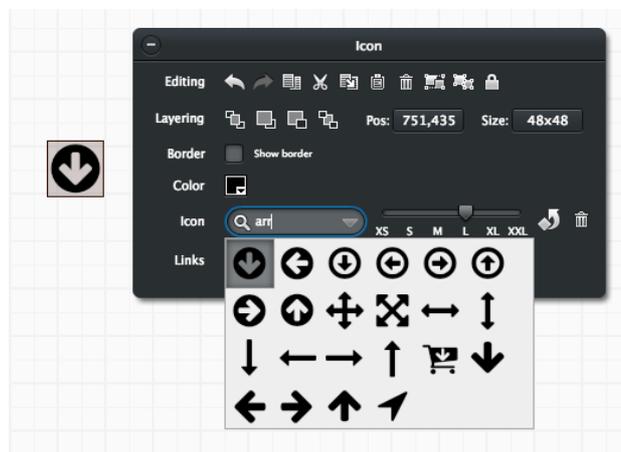
docs.balsamiq.com/jira/server/mockups2/icons

Balsamiq Mockups and myBalsamiq come packed with over 600 icons courtesy of the [Font Awesome Icon Library](#).

There are two ways to select an icon to use: the icon search and the icon library.

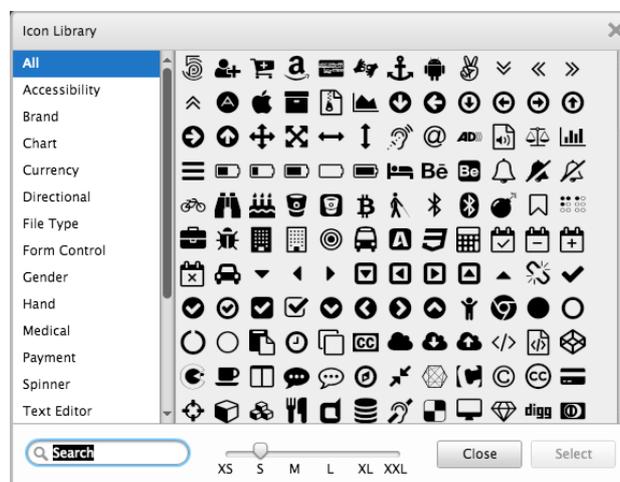
Icon Search

If the controls you selected support icons, you will see the icon search box in the property inspector. This works much like [the Quick Add tool](#): just type a few letters from the name of the icon you are looking for and a list of suggestions will pop up. In this case, the list is a grid of icons to choose from. Just click on the one you want to select it.



The Icon Library

If you'd like to explore all the icons that are available, click on the little down-pointing arrow to the right of the icon-search box. This will bring up the icon library, where you can browse the icons by category and preview them at different sizes. One trick is to double-click on the icon you'd like to select, instead of clicking to select and then clicking on the "Select" button.



Once you have selected an icon, you can resize it, rotate it or remove it via the Property Inspector.

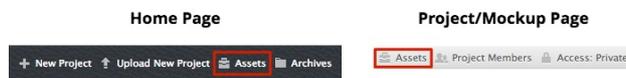
Adding Your Own Custom Icons

Note: Custom icons are not currently supported in our Mockups for Confluence and Jira server plugins. This feature is coming in version 3!

If you'd like to get your own custom icons into your projects, these are the steps to follow:

First, you will need to rename the icon file so that it has "icon_" at the front of the file name.

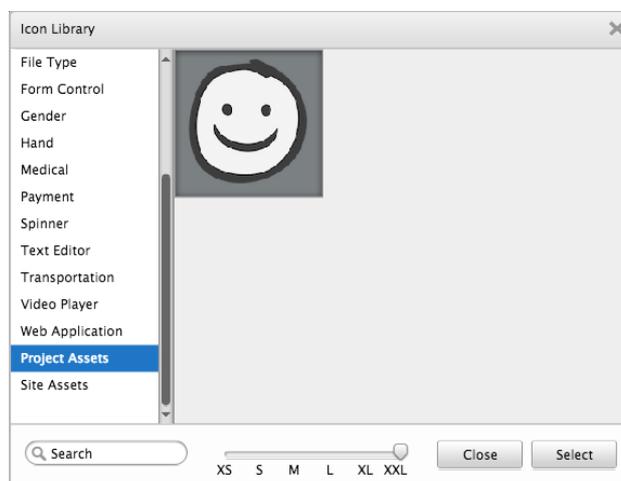
Once your icon file is ready, you will want to open the asset manager on either your home page, or the project page.



In the asset manager, choose whether the icon needs to be a site asset or a project asset, and then upload it.



Now the icon can be added to your mockups. Add an icon control to your mockup, open the icon library from the property inspector and select the asset section (project or site) that you uploaded it to.



Best Practices for Creating or Preparing Your Custom Icons

Mockups works with color and transparency, but icons you add may not turn out looking as you want them to if they're not prepared to work the way Mockups expects them to. Below are some tips to get the most out of your custom icons.

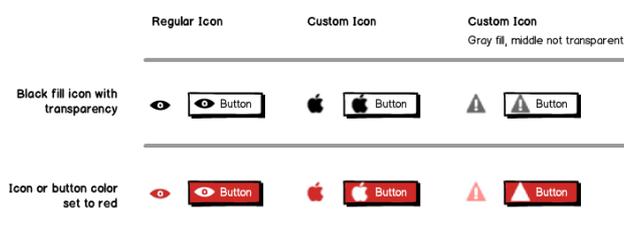
Color

- Mockups uses black as a color for replacement at 100% opacity.
- Icons that aren't created with black can have undesirable effects when colorized.
- We recommend using black as the color for your icons.

Transparent Areas

- Mockups colorizes the entire opaque area of the icon.
- For best results, we recommend knocking out "white" areas of your icon using transparency. Transparent PNG works best.

The example below shows regular icons in the left column, a custom icon properly prepared with black fills in the middle column, and a custom icon that doesn't work as well in the right column. To fix the icon in the right column, the exclamation point should be made transparent, and the icon color should be black.

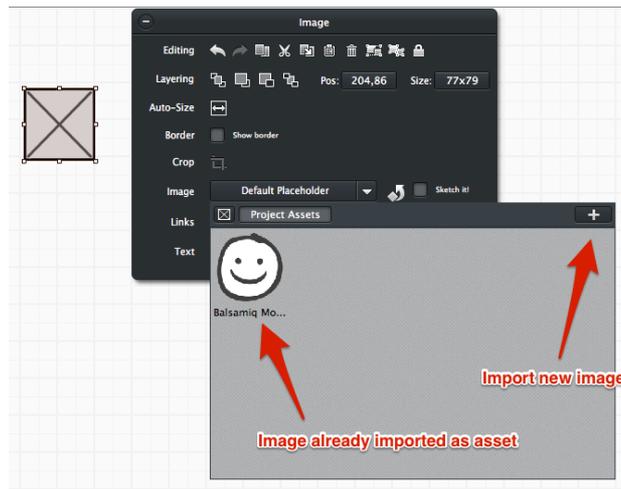


Working with Images

docs.balsamiq.com/jira/server/mockups2/images

Adding Images

To use images in Mockups, **add an Image control from the UI Library** and place it on the canvas. The Image drop-down in the Property Inspector will allow you to select images that have already been imported/used in your mockup or import a new one.



The Project Assets panel shows all images in your assets. If you have Site/Account assets, a tab will appear for them. If you use web images or images using relative paths that are not project assets, those will show in the Other Assets tab. On the desktop, you'll also see a handy link to open the Account Assets folder when you click on the Account Assets tab.

Click the plus icon in the upper right corner of the drop-down to choose a new image, or just double-click on the Image UI control to quickly bring up the image browser dialog. You can choose images from your hard drive or networked drive, or from the Web or Flickr. Mockups supports GIF, JPG/JPEG, and PNG image file formats.



If you are working on a saved file, you can also just drag an image from your computer to the Mockups canvas.

Note: The dragging feature is only available on the Desktop version of Mockups.

To rotate an image after it's been imported, click the rotate icon next to the Image drop-down in the Property Inspector. To convert an image to a black and white line drawing version, click the "Sketch It" checkbox in the image import dialog or the Property Inspector.

To revert an image to the default placeholder image, click the icon in the upper left corner of the image drop-down (the square with an 'x' inside it).

The image properties panel also allows you to crop or mask images to only show a selected portion of them. You can [watch a tutorial on cropping images here](#). Images that have been cropped will show an icon to remove the cropping in the properties panel.

Aside from the Image control, you can also embed images in the Cover Flow control.

Copying Images to Assets

When you add images to Mockups, what we suggest is that you also add them to “project assets” so they will stay organized with the project and may be re-used in other mockups.

Here's how:

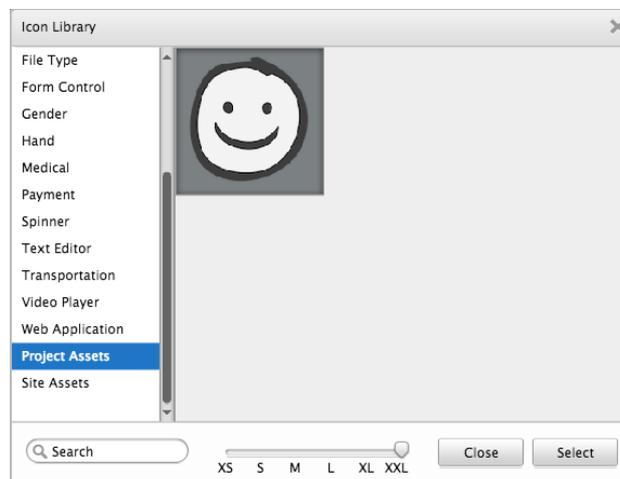
- If your Mockup isn't saved, Save your Mockup.
- Add an image to your Mockup.
- In the lower left corner of the Property Inspector, check “Copy to Project Assets” so this image will stay organized with the project and can be re-used in other mockups.

After you add an image, it will be available in the Property Inspector.

Note: This will be automatically done in our web based versions since the image will be added to Project Assets.

Using Images as Custom Icons

Mockups also allows you to import your own icons. Importing an image with “icon_” at the front of the file name will make it appear in the Icon Library, under the Project Assets category.



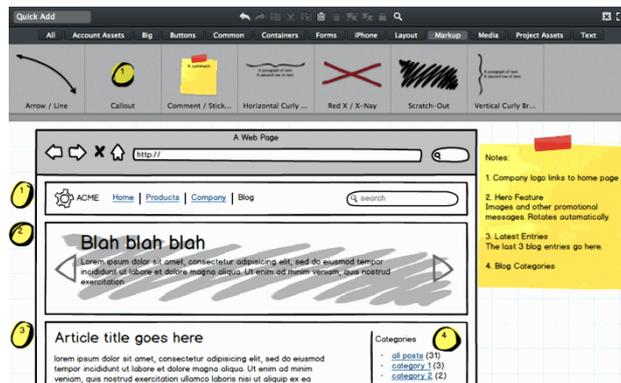
More details about Custom Icons can be found [here](#).

Working with Markup

docs.balsamiq.com/jira/server/mockups2/markup

Markup is a special kind of component in the UI Library that is used for adding annotations, comments, and explanatory notes.

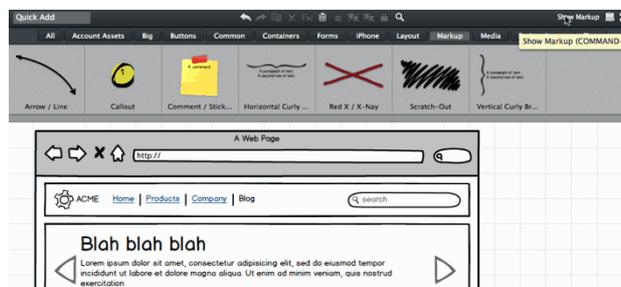
Commonly used Markup items include: Arrow / Line, Callout, Sticky Note, Red X, and Curly Braces. The screenshot below shows the Markup button panel selected in the UI Library, and markup items on the page.



Toggling Markup on and Off

When you're editing your mockups, you will sometimes want to see what the mockup looks like with Markup off. You can do this by using the Show/Hide Markup toggle button in the upper right corner of the editor to the left of the Presentation Mode button.

The screenshot below shows the previous page with Markup off, and the toggle button is displayed in the corner.



Markup Toggling with Keyboard Shortcuts

There are keyboard shortcuts for toggling visibility on and off.

Press CTRL+K on Windows (CMD+K on Mac) to toggle markup on and off.

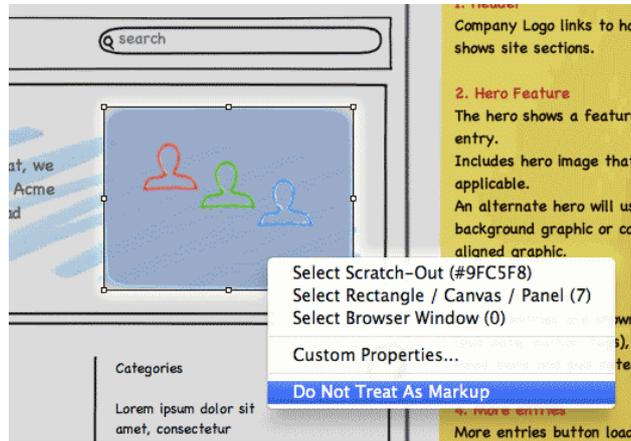
In Full Screen presentation mode you can just press the "K" key.

Making Items Markup and Non-Markup

Sometimes you will want Markup items to be treated as non-markup or vice-versa. For example, you could use the iPhone control as a guide for designing a mobile screen, but you might want to hide the iPhone itself when you export it and view it on a mobile device.

If you want to make a Markup item Non-Markup, right click on the component and select the “Do Not Treat as Markup” option in the context menu. This will allow the component to be visible when the Markup visibility toggle is set to on or off.

You can use this “Treat As Markup / Do Not Treat As Markup” feature on any component. If you right-click on a regular component, you can make it behave like Markup by selecting “Treat as Markup.” It will be hidden when you toggle Markup visibility off.



Working with Site Maps

docs.balsamiq.com/jira/server/mockups2/sitemaps

You can create simple site maps from a text outline using the Site Map control.

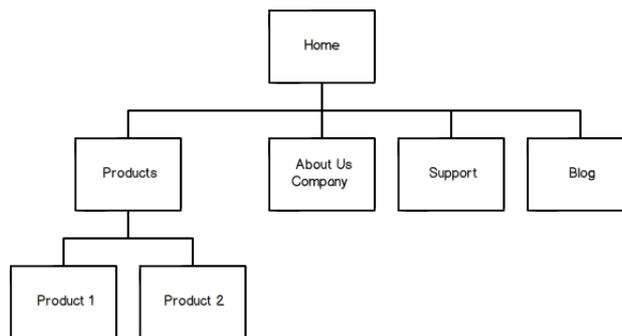
Create a Site Map

Add a "Site Map" control from the UI Library to the canvas.

Edit the control by double-clicking or selecting it and pressing the Enter key. Edit the outline to create parent-child relationships. Each line represents a box (or page/node) in your sitemap. Use hyphens to indent child boxes beneath a parent. Here's an example:

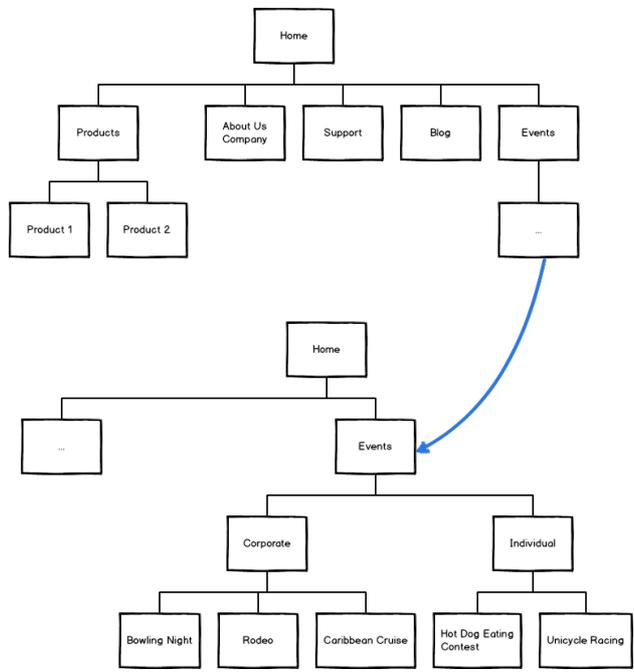
```
Home
- Products
-- Product 1
-- Product 2
- About Us\rCompany
- Support
- Blog
```

This is what the outline above looks like:



Notes and Options

- Single Tree Support: Site Map expects the first line to be the top-most parent, and only one of these can exist because it only makes a single tree. If you want to make multiple trees, just add more Site Map controls.
- Multi-Line Text: You can use `\r` to create line returns on text in a box like this: `About\rUs`
- You can't resize Site Maps, but if you are unable to view the entire map on your canvas you can try showing one of the nodes expanded in a separate Site Map, as shown below.



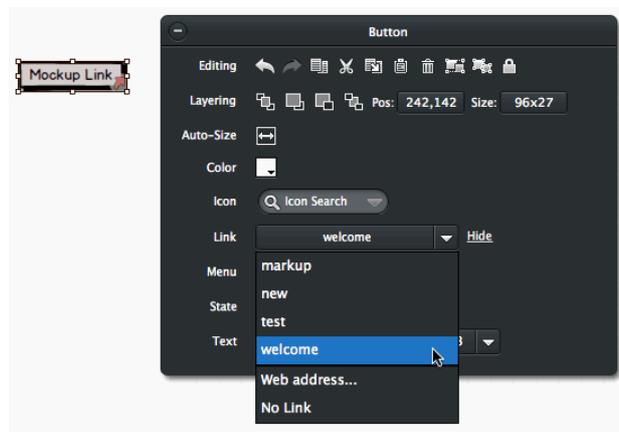
Linking Mockups Together

docs.balsamiq.com/jira/server/mockups2/linking

You can link mockups together to create a simple prototype for your site or software application. This can be useful for demonstrating click-through prototypes or for usability testing when you're displaying your project in [Full Screen Presentation](#) mode or as an exported PDF.

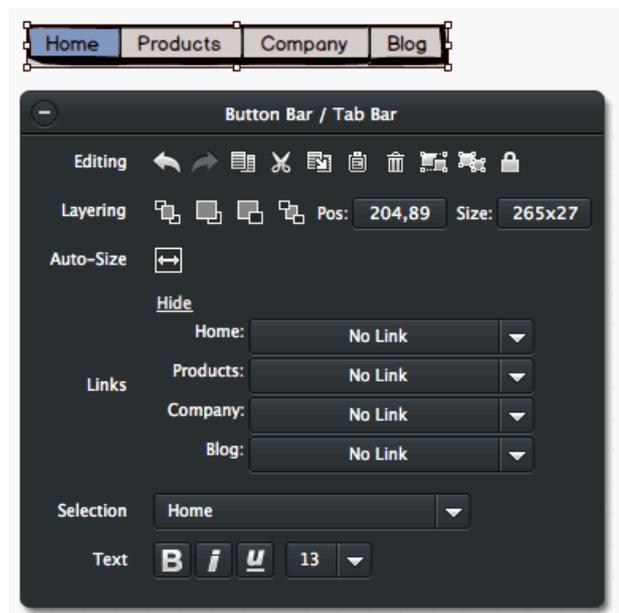
Linking mockups together is as easy as choosing a mockup name from a drop-down menu. Simply click on a control that supports linking (most do, and [here's a workaround for those that don't](#)), and you'll see a "Link" drop-down in the [Property Inspector](#) (click the "Show Link Inspector" link if you don't see it).

Note: To learn how to create links from text strings inside other controls, see our article on [making links in text actually work](#).



The list is pre-populated with the names of all the mockups in the same project as the mockup you're editing.

For controls that can have multiple targets, you'll see something like this:

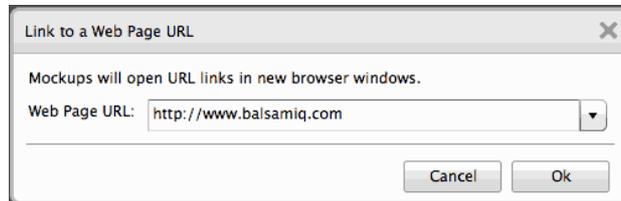


Once you have selected a mockup or web page to link to from the pull-down menu, the control will show a little arrow icon in the bottom-right corner. Links to mockups will show as a plain arrow, while links to web pages will show as an arrow with a box around it.



Linking to a Web Page

You can also link to web URLs instead of other mockups, to show links to external sites or existing product pages. To do this, select the “Web address...” option from the drop-down and enter a web URL in the dialog that pops-up.



Using Links in Presentation Mode

When you’re done linking your mockups up you can enter Full Screen Presentation mode and you’ll be able to click on the links you set up to test your prototype.

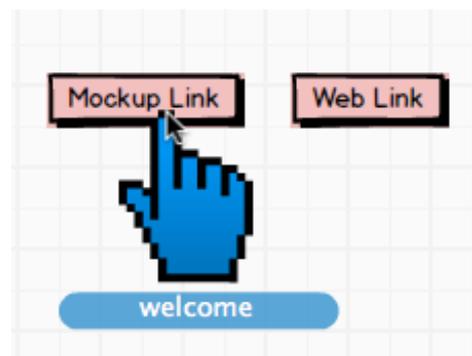
Controls with links will have a red overlay on them and mousing over them will show a big hand pointer with the name of the target mockup or web page for the link.

Click on a link to show the referenced mockup or web page. Clicking on a control that has a web link will open a new browser window when in Full Screen Presentation mode or in a PDF.

One more thing: you can use the left and right arrow keys on your keyboard to go back and forth between the mockups you have visited in your run-through.

Here’s a screencast (1:21 long, no audio) showing linking up some mockups and running through the resulting prototype:

You can view the [full tutorial for creating these mockups here](#).

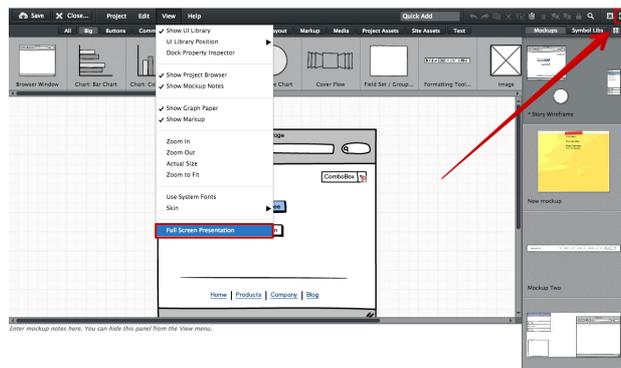


Presenting Your Work

docs.balsamiq.com/jira/server/mockups2/fullscreen

Mockups includes a “Full Screen Presentation” mode for those times when you need to present your wireframes to other stakeholders.

To enter Full Screen Presentation mode, just click on the full-screen icon in the top-right corner of Mockups, or select “Full Screen Presentation” from the View menu.



Mockups will expand to take up your whole screen (to eliminate distractions), and your mockup will be centered on the screen.

You will also see three little buttons in the lower-right corner of your screen. They’ll fade out in a few seconds, but you can always bring them back by mousing over the bottom-right corner of the screen.

The first toggle is for showing and hiding linking hints and the big pointers. You can turn them off if you’re using the presentation mode to test a new UI on some user and don’t want to give them hints on where to click, or simply if you find the big pointer distracting.



The second toggle is for showing and hiding markup elements, such as Sticky Notes, Arrows and Callouts (any control under the “Markup” tab in the UI Library). This is useful if you want to just look at your UI without the annotations that surround it.

The third button lets you exit full-screen mode and edit the mockup you’re currently viewing.

To exit Full Screen Presentation mode, just hit the ESC key.

Keyboard Shortcuts

 docs.balsamiq.com/jira/server/mockups2/shortcuts

Note: Some of these shortcuts do not work in our web versions, depending on which browser and operating system you are using.

Below is a list of all the keyboard shortcuts and modifiers which you can use in Balsamiq Mockups.

Choose one of the links to the right to download a cheat sheet.

Working with Controls

Selection

Edit the selected control's text	ENTER or F2
Add to selection	SHIFT + CLICK
Toggle selection	CTRL + CLICK
Select All	CTRL + A
Deselect All	CTRL + SHIFT + A

Size / Position

Resize maintaining aspect ratio	Hold SHIFT
Disable snapping during move or resize	Hold CTRL
Increase font or icon size	CTRL +]
Decrease font or icon size	CTRL + [
Nudge selection 1px	↑ ↓ ← →
Nudge selection 20px	SHIFT + ↑ ↓ ← →
Nudge-Resize selection 2px	CTRL + ALT + ↑ ↓ ← →
Nudge-Resize selection 20px	CTRL + ALT + SHIFT + ↑ ↓ ← →
Pan the canvas (Hand tool)	SPACE BAR + Click and Drag
Bring to front	CTRL + SHIFT + ↑
Send to back	CTRL + SHIFT + ↓
Bring forward	CTRL + ↑
Send backward	CTRL + ↓
Clone selection	ALT + drag

Edit/History

Undo last command	CTRL + Z
-------------------	------------------------

Redo last command	CTRL + Y
Cut the selected controls	CTRL + X
Copy the selected controls	CTRL + C
Paste	CTRL + V
Paste In Place	CTRL + SHIFT + V
Delete the selected controls	DELETE or BACKSPACE
Duplicate the selected controls	CTRL + D
Lock the selected controls	CTRL + 2
Unlock all locked controls	CTRL + 3

Group

Group the selected controls	CTRL + G
Ungroup the selected groups	CTRL + SHIFT + G

Align

Align selected controls left	CTRL + ALT + 1
Align selected controls center	CTRL + ALT + 2
Align selected controls right	CTRL + ALT + 3
Align selected controls top	CTRL + ALT + 4
Align selected controls middle	CTRL + ALT + 5
Align selected controls bottom	CTRL + ALT + 6

Working with Icons

Navigating the Suggestion List	↑ ↓ ← →
Using the selected icon	ENTER
Closing the Icons Library	ESC
Closing the Suggestion List	ESC

Working with Text

Start Editing text of the selected control	ENTER or F2
Committing the current text	ENTER (single-line controls), CTRL + ENTER (multi-line controls) or click anywhere
Ignoring the current edit	ESC
Grow/Increase Text Size	CTRL +]
Shrink/Decrease Text Size	CTRL + [

Text Formatting

<i>italic</i>	<code>_text in underscores_</code>
<u>link</u>	<code>[text in brackets]</code>
<u>link with a target</u>	<code>[text in brackets](mockup_name) or [text in brackets](website_url)</code>
bold	<code>*text in asterisks*</code>
disabled	<code>-text in hyphens-</code>
strikethrough	<code>~text in tildes~</code>
font point size	<code>{size:12}text{size}</code>
color (<u>hex value or color name</u>)	<code>{color:#ff0000}text{color} or {color:red}text{color}</code>
To type a literal *, , - -, or [] in a control, escape it by prefixing it with a \ (backslash): *, \, -\-, \, [N]	

Special Text Macros

Lorem-Ipsum generator	type <code>_lorem_</code> in a Paragraph or Text Area. Try <code>_lorem_</code> for a variation.
Show the full path of the current mockup	type <code>_{mockup-path}_</code> in a Label or Paragraph control
Show the current mockup name	type <code>_{mockup-name}_</code> in a Label or Paragraph control

Quick Add

Sending focus to Quick Add	<code>/</code> (forward slash) or <code>+</code> (plus sign)
Navigating the Suggestion List	<code>↑</code> <code>↓</code> <code>←</code> <code>→</code>
Closing the Suggestion List	<code>ESC</code>
Sending focus back to the Canvas	<code>ESC</code>

Working with Mockup Files

New Blank Mockup	<code>CTRL + N</code>
New Clone of Current Mockup	<code>CTRL + SHIFT + N</code>
Open a mockup file	<code>CTRL + O</code>
Save the current mockup file	<code>CTRL + S</code>
Save as...	<code>CTRL + SHIFT + S</code>
Close current mockup	<code>CTRL + W</code>
Close all mockups	<code>CTRL + SHIFT + W</code>
Export this mockup's XML	<code>CTRL + E</code>
Import mockup	<code>CTRL + SHIFT + E</code>

Export Snapshot to Clipboard	CTRL + SHIFT + C
Export Snapshot to PNG	CTRL + R
Export All Snapshots to PNG	CTRL + SHIFT + R
Print mockup	CTRL + P
Quit Balsamiq Mockups	CTRL + Q
Looping through the open files in Mock ups for Desktop	CTRL + TAB and CTRL + SHIFT + TAB

Views

Hide/Show the UI Library	CTRL + L
Enter Full Screen View	CTRL + F
Exit Full Screen View	ESC
Show/Hide Markup	CTRL + K
Zoom In	CTRL + + (plus sign) or CTRL + mouse scroll up
Zoom Out	CTRL + - (minus sign) or CTRL + mouse scroll down
Zoom to Actual Size	CTRL + 1
Zoom to Fit	CTRL + 0